

OPTIONAL FORM NO. 10
5010-104

UNITED STATES GOVERNMENT

Memorandum

TO : *To All S&T Offices, etc.*

DATE:

FROM : Executive Officer, DD/S&T

SUBJECT: Use of Correspondence Style and Procedures
Handbook,

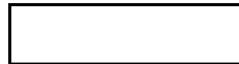
STAT

1. The attached memo to the Executive Director-Comptroller suggests some of the advantages which we should realize by using the subject correspondence Handbook wherever possible.

2. Because correspondence for DD/S&T, ADD/S&T or EO/DD/S&T signatures may be prepared by Office secretaries, a supplemental page with Directorate signature blocks has been inserted in the copies of the Handbook provided for each of your secretaries. You may wish to add an Office signature block page in copies distributed to your divisions and branches.

3. Handbooks have the effect of regulations, and although the Handbook has been reviewed and appears to be compatible with our current practices, some changes may be desirable. Please let me have whatever recommendations you may have for changes. Excess copies should be returned to the DD/S&T Registry: the Registry can provide additional copies of the Handbook if you need them.

25X1A9A



*No of cy's for DD S&T
" " Office, etc.?*

DD/S&T 522-72

MEMORANDUM FOR: Executive Director-Comptroller
SUBJECT : Correspondence Style and Procedures

1. I recently was surprised to learn that an Agency handbook, Correspondence Style and Procedures, exists and is in effect. The widespread assumption that this handbook was defunct has led to the development and publication of similar documents in the various offices--OEL, FMSAC, OSI, for example. The basic content of these office publications tend to differ only in a trivial way from the Agency handbook, but a substantial expenditure of effort is required for their preparation and maintenance. Further, the differences among them can readily lead to confusion.

STAT

2. Copies of the Handbook have been distributed to all secretaries in this Directorate, and all S&T offices have been requested to adhere to the basic guidance provided in the Correspondence Style and Procedures Handbook, and to develop only the supplementary information required for their organization, such as signature blocks. In the case of OSI and FMSAC, additional material is needed in order to cover USIB-peculiar requirements. I have asked Dr. Chamberlain and Mr. Brandwein to strive for some commonalty in this area.

3. Although the benefits associated with common correspondence practices are difficult to ascertain, I am confident that the procedure will result in improved performance throughout the Directorate. I suggest that similar action be taken by other operating elements of the Agency.

Carl E. Duckett
Deputy Director
for
Science and Technology